CONSTITUTION, BY-LAWS,

Rules and Regulations

—OF THE—

Mechanics' Institute

—OF—

SAN FRANCISCO,

CALIFORNIA.

BARRY, BAIRD & CO., BOOK AND JOB PRINTERS, 419 SACRAMENTO STREET,
1883.

MECHANICS' INSTITUTE

Library and Reading Room,

31 POST STREET, SAN FRANCISCO.

TERMS OF SUBSCRIPTION.

Entrance Fee	$ 1 00
Quarterly Dues	1 50
Life Membership	50 00

The Library is centrally located, easy of access, and contains 33,000 volumes of standard and popular works for general reading, scientific research, or mechanical study. It is particularly well supplied with the best and latest works on Mechanics and Engineering. including complete sets to date of the principal Scientific Journals published in the United States, England, France, and Germany. It is also the official depository of the United States Patent Reports, and the British Patent Reports.

The Reading Room is commodious, well lighted, and supplied with the Principal Papers and Periodicals published here and abroad, and is open every day from 7 A. M. to 10 P. M.

The Library is open from 9 A. M. to 10 P. M. Sundays from 12:30 to 4:30 P. M.

The Trustees invite inspection of the Library and Reading Room.

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TRUSTEES

1882.

President.

P. B Cornwall.

Vice-President :

A. W. Starbird.

Treasurer :

J. A. Bauer.

Recording Secretary :

W. P. Stout.

Corresponding Secretary :

James Spiers.

C. F. Bassett,
Byron Jackson,
G. H. Hopps,
David Kerr,
D. A. Macdonald,
Geo. Spaulding,
Columbus Waterhouse,
James Pendergast,
J. R. Wilcox.

Librarian :

Horace Wilson.

Assistant Librarian:

A. M. Jellison.

Janitor :

J. E. Pomeroy.

STANDING COMMITTEES.

1883.

Library Rooms and Building:

J. R. WILCOX, D. A. MACDONALD,
JAMES PENDERGAST.

Finance:

COLUMBUS WATERHOUSE, DAVID KERR,
BYRON JACKSON.

Books and Donations:

D. A. MACDONALD, GEO. SPAULDING
JAMES PENDERGAST.

Lectures aud Classes:

C. F. BASSETT, G. H. HOPPS,
DAVID KERR.

CERTIFICATE OF INCORPORATION

OF THE

"MECHANICS' INSTITUTE,"

AND OF

PROCEEDINGS CONNECTED THEREWITH.

WHEREAS, at the annual meeting of the members of the Mechanics' Institute, of the City of San Francisco, held in the rooms of the Association, 27 Post street, on the fourth day of March, one thousand eight hundred and sixty-nine, a resolution was passed unanimously instructing the Board of Directors of the Mechanics' Institute to take the necessary steps to re-incorporate the Society, under and pursuant to an Act of the Legislature of the State of California, entitled "An Act to provide for the formation of Chambers of Commerce, Boards of Trade, Mechanics' Institute, and other kindred protective associations," approved March 31st, 1866; and in accordance with that resolution of instruction and the said statute, the said Board of Directors, on the twenty-seventh day of July, 1869, passed a resolution directing the President to call a special meeting of the members of the Mechanics' Institute, for the purpose of authorizing the re-incorporation of said Mechanics' Institute, and a notice for the meeting of the members was published in the *Daily Evening Bulletin*, a newspaper of general circulation in the City and County of San Francisco, for the space of ten days preceding the day of meeting, and of which the following is a copy:

"MECHANICS' INSTITUTE.—In accordance with a resolution passed by the Board of Directors, a special meeting of the members of the Mechanics' Institute will be held at their Hall, Post street, on Satur-

day, August 7th, at 8 o'clock P. M., for the purpose of taking action on the matter of proposed re-incorporation of the Society.

(Signed,) A. S. HALLIDIE,
GEORGE PARDY, *President.*"
Secretary.

And, whereas, in accordance with the preceding notice, and such other legal and necessary steps as were proper in the premises, a meeting of the members was held, and a quorum being present, the following resolution was passed by an unanimous vote:

Resolved, That the Board of Directors of the Mechanics' Institute are hereby directed and authorized to at once re-incorporate the Mechanics' Institute, of the City of San Francisco, in accordance with the act of the Legislature, entitled "An Act to provide for the formation of Chambers of Commerce, Boards of Trade, Mechanics' Institute, and other kindred protective associations." Approved March 31, 1866.

Therefore, in accordance with the above resolution and the said statute, the undersigned, residents of the City and County of San Francisco, State of California, and officers and members of the Mechanics' Institute in the City and County aforesaid, do hereby certify that we have associated ourselves together for the purpose of forming a corporation, for the purpose of the advancement, protection and improvement of the Mechanic Arts and Sciences, to be styled the "Mechanics' Institute," and to that end we have agreed and do by these presents agree to and enter into the following Articles of Association and Agreement:

CONSTITUTION.

ARTICLE I.—*Name.*

The corporate name and title of this Association shall be "MECHANICS' INSTITUTE."

ARTICLE II.—*Location.*

The location of this Association shall be in the City and County of San Francisco, State of California.

ARTICLE III.—*Object.*

The designs and objects of this Association are to cultivate a social feeling of friendship, and the mutual improvement of its members; the dissemination of information and useful knowledge by the establishment of a Library of circulation and reference, a Museum and Reading Room, the formation of classes and delivery of lectures for tuition, the collection of a Cabinet, scientific apparatus, works of art, the purchase of property and erection of buildings for the requirements of the Institute, and for any scientific, mechanical, and literary purpose.

ARTICLE IV.—*Term of Existence.*

The term of existence of this Association shall be fifty years from and after the filing of this certificate.

ARTICLE V.—*Trustees.*

A. S. Hallidie, Joseph R. Wilcox, Henry L. Davis, John H. Gilmore, George Pardy, David R. Coleman, William C. Pease, Henry C. Macy, W. W. Hanscom, H. P. Herrick, John Hancock, Jacob Browning, I. M. Scott and Joseph Britton shall be the first Board of Trustees, and shall serve for the term of six months.

ARTICLE VI.—*Property.*

No shares of stock, nor any individual right in the property of this Association shall exist or be acquired during the existence of the Association, but the property belonging to, and in the name of the Mechanics' Institute, shall be held in trust by the Trustees for this Association, and never be diverted from the purposes and intention for which it is organized.

ARTICLE VII.—*Administration.*

SEC. 1. The affairs of the Association shall be administered by a Board of fourteen Trustees, who shall be residents of the City and County of San Francisco, seven of whom shall be elected annually by the members, on the *last Tuesday in February*, to serve two years. *(a.)*

(*a*) Amendment offered Nov. 8th, 1878. Adopted Feby. 6th, 1879. *Original Section*—The affairs of the Association shall he administered by a Board of fourteen Trustees, who shall be residents of the City and County of San Francisco, seven of whom shall be elected annually, by the members. on the first Monday in June, to serve two years.

SEC. 2. As soon as possible after the annual meeting, the Board of Trustees shall organize by electing by ballot from their number, a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary. At least eight (8) votes shall be necessary to elect. *(a.)*

SEC. 3. The Association shall have a Seal, the device being a circular legend, consisting of the words, "Mechanics' Institute, San Francisco, 1855, California" (letters and figures being reversed), inclosing a design consisting of a shield bearing a bee-hive, above which is a plumb-line and leveler, crossed, surmounted by compass, square, and rule intertwined; at left of shield is an anvil with hammer resting against it; at the right an anchor projects its flukes from behind shield; at each side above shield, is a cornucopia turned down; above the shield is a pair of scales in true balance, the bowls of the scales supporting ends of scroll bearing motto, "Be Just and Fear Not;" in the middle above scroll, is a bent arm holding hammer in hand, the forearm crossing beam of scales.

SEC. 4. The President shall preside at all meetings of the Board. In case of his absence or inability from any cause, the Vice-President, or in absence of both, the Board of Trustees shall elect one of their number President *pro tem.*, who for the time being shall exercise the full powers of the President.

SEC. 5. The Board of Trustees shall fill all vacancies which may occur in its own body, subject to the approval of the Institute at its next meeting, and are authorized to create and appoint such officers or agents as they may think proper for the management of the Association, and the Board may adopt By-Laws and Regulations for the management of the affairs of the Association—change, alter or repeal the same—provided such By-Laws and Regulations are not inconsistent with the law of the State or these presents.

SEC. 6. The Board of Trustees are authorized to receive and hold in trust for the Association, such bequests, donations and endowments as may be proper for the furtherance of the objects of its organization, and to carry out the wish and intention of the donor, consistent with the corporate articles of the Association and laws of the State.

(a) Amendment offered Nov. 5th, 1878. Adopted Feby. 6th, 1879. *Original Section*—On the first Thursday following election, the Board of Trustees shall elect by ballot, from their number, a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary. Plurality of votes shall elect.

SEC. 7. In the administation of the affairs of the Association, the Board of Trustees shall be guided primarily by the following principles:

To preserve inviolate the integrity of the Mechanics' Institute. Devotion to progress in technical education and the economic industries. Diffusion of knowledge at the least expense to the seeker.

SEC. 8. For the transaction of business eight Trustees shall constitute a quorum. *(a.)*

ARTICLE VIII.—*Membership.*

SEC. 1. Any person of good character may become a full member of this Association, subject to the approval of the Board of Trustees. 1st.—By signing the Constitution and By-Laws. 2d.—Paying an entrance fee of one dollar. 3d.—Paying one dollar and fifty cents dues, quarterly, in advance.

SEC. 2. Any non-resident person of good character, and not objectionable to the Board of Trustees, can have the use of the Rooms of the Association on the payment of fifty cents per month in advance.

SEC. 3. Failure to pay dues for the space of six months shall be a forfeiture of membership. *(b.)* *

SEC. 4. Persons otherwise eligible can become life members on payment of fifty dollars, which shall entitle them to all the privileges of membership, and an exemption from all dues or assessments during their lives.*

(a) Amendment offered Nov. 5th, 1878. Adopted Feby. 6th, 1879. *Original Section*—For the transaction of business seven Trustees shall constitute a quorum.

(b) Amendment offered Nov. 5th, 1878. Approved Feby. 6th, 1879, to strike out Section 3 of Article VIII, and to renumber Sections 4, 5, 6, 7, to 3, 4, 5, 6. *Originul Section*—As soon as the finances of the Association shall permit, the Board of Trustees shall make arrangements for a Reading Room, which shall be free to all persons of good moral character, and who shall be satisfactory to the Board of Trustees.

* Renumbered, see (b).

SEC. 5. All members in good standing of the Mechanics' Institute of the City of San Francisco, are hereby declared members of the new organization under these Articles of Incorporation. *

SEC. 6. For distinguished services the Board of Trustees may recommend to the quarterly meeting of the members of the Mechanics' Institute, the names of persons for election to Honorary Membership of the Institute; but in no case shall the members elected as Honorary Members exceed ten (10) in one year. Such Honorary Members shall be entitled to all the privileges of membership, except voting or holding office. *(a.)* *

ARTICLE IX.—*Election.*

SEC. 1. Election shall be by ballot, and by such members as shall attend in person.

SEC. 2. Every member who shall have complied with Article VIII, Section 1 or 5, at least six months previous to such election, and who is not delinquent, shall be entitled to one vote in the election of Trustees. *(b.)*

SEC. 3. The election of the Board of Trustees, as provided in Section first of Article VII, shall be held under the superintendence of three judges, selected from the members of the Institute by the Board of Trustees for the time being. At least twenty days' previous notice of such elections shall be given by publication in two of the daily city papers. *(c.)*

SEC. 4. In case the election of officers should not take place on the day fixed by the Constitution, it shall be the duty of the Board of Trustees to give notice of an election to take place as soon thereafter as practicable, from the date of the day upon which the election should have been held; and in such case the officers of the Institute shall remain in office until such election is held and their successors are qualified.

(*a*) Amendment offered Dec. 8, 1870. Adopted March 7, 1871. Entire new Section.

(*b*) Amendment offered June 1, 1871. Adopted Sept. 30, 1871. *Original Section*—Any person of good character may become a full member of this Association, subject to the approval of the Board of Trustees. 1st.—By signing the Constitution and By-Laws. 2d.—Paying an entrance fee of one dollar. 3d.—Paying one dollar and fifty cents dues, quarterly in advance.

(*c*). Amendment offered Nov. 5th, 1878. Adopted Feby. 6th, 1879. *Original Section*—The election of Board of Trustees shall take place annually, on the fiast Monday in June of each year, and shall be held under the superintendence of three judges selected from the members by the Board of Trustees for the time being. At least twenty days' notice shall be given of such elections in two of the daily city papers.

(*) Renumbered, see (*b*) previous page

SEC. 5. At the meeting of the Board of Trustees previous to the annual election, a committee of three shall be appointed by the Board, outside their own body, to qualify and install the officers elect; and it shall be the duty of this committee to see that all of the provisions of the Constitution relative to the election of officers are carried out, and to formally administer the following obligation to each officer elect, at the next annual meeting, or within two weeks thereafter:

"I (or we).....having been duly elected Trustee of the Mechanics' Institute, do promise faithfully and honestly to perform the duties of said office, and to support and advance the best interests of the Association.

Signed this.....day of....., 18....

In presence of

.....

..... } *Installing Committee.*"

The above obligation having been duly administered and signed, the party so signing, being otherwise qualified, shall be declared duly installed, and shall enter upon the performance of his duties immediately thereafter; and in the event of failure to qualify within the specified time, the office of the person so failing shall be declared vacant.

ARTICLE X.—*Vacancies.*

SEC. 1. Any vacancies occuring in the elected officers of the Institute, the Board of Trustees shall have power to fill the same, subject to the approval of the Institute at its next meeting.

ARTICLE XI.—*Officers.*

SEC. 1. The officers of this Institute shall be a President, Vice-President, Corresponding Secretary, Recording Secretary, and Treasurer, to be elected annually by the Board of Trustees from its members.

SEC. 2. The President shall preside at all meetings of the Institute and of the Board of Trustees, and preserve order; and in case of an equal division upon any question, shall give the casting vote.

SEC. 3. The President shall have the power to call special meetings of the Board of Trustees and of the Institute whenever he may deem it expedient.

SEC. 4. The President, at the expiration of his term of office, or oftener if so required by the Institute, shall make a written report of the general doings of the Institute, and suggest such means as may seem to him best calculated to promote its prosperity.

SEC. 5. The Vice-President shall preside and perform all the duties of the office of President in the absence or disqualifications of that officer.

SEC. 6. The Corresponding Secretary shall be the organ of the Institute in its conference with other societies and the public. He shall make a record of all letters written by him in a book kept for such purpose. All letters or other communications addressed to or intended for the Institute, he shall cause to have filed in a suitable place in the library room.

SEC. 7. The Recording Secretary shall affix his name to all the advertisements and notices emanating from the Board of Trustees of the Institute. He shall attend all meetings, and in the absence of the President and Vice-President, shall call the same to order, and shall truly and at large record the proceedings of the Institute, together with the proceedings of the Board of Trustees, in books kept for that purpose.

SEC. 8. The Treasurer shall take charge of all the funds of the Institute (except the property and funds invested in the name of the Board of Trustees), subject to the order of a majority of the Board of Trustees, signed by the President and Recording Secretary. He shall make a monthly report, exhibiting in detail his receipts and disbursements, and the balance in the treasury, and if invested, how. And for the better security of the trust confided to him, he shall give to the Board of Trustees a bond in the sum of three thousand dollars, with two sureties, to be approved of by the Board of Trustees, who shall have power to increase the bond as they may deem proper. He shall keep a regular account of the financial affairs of the Institute, an abstract of which, accompanied by satisfactory vouchers, he shall exhibit at each annual meeting. At the expiration of his term of office, or on resigning, or disqualification, he shall hand over to his successor, all books, vouchers, moneys and papers of the Institute in his possession.

SEC. 9. The Board of Trustees shall be vested with full power to appropriate funds, enact By-Laws, and conduct the affairs of the Institute.

SEC. 10. The removal from this State of any officer, or the voluntary absence of a Trustee from three successive regular meetings of the Board, shall disqualify him from exercising the duties of his office, and shall be equivalent to a tender of his resignation.

ARTICLE XII.—*Meetings.*

SEC. 1 There shall be an annual meeting of the Institute on the first Saturday after the first Tuesday in the month of March of each year for the purpose of receiving the reports of the Board of Trustees, exhibiting the state of the Library, finances and property, and for the transaction of such other business as may be presented. *(a.)*

SEC. 2. At all meetings of the Institute, at least fifteen members must be present for the transaction of business.

SEC. 3. There shall be quarterly meetings of the members of this Association on the first Saturday after the first Tuesday in the months of June, September and December of each year, notice whereof shall be given by posting on the doors of the Library, Reading Room and Chess Room for at least one week previous to each meeting. At the annual meeting of which like notice shall be given, business relating to the previous quarter shall be transacted as at an ordinary quarterly meeting. *(b.)*

(*a*) Amendment offered Nov. 5th, 1878. Adopted Feby. 6th, 1879. *Original Section*– There shall be an annual meeting of the Institute on the first Thursday in June for the purpose of receiving the reports of the Board of Trustees, exhibiting the state of the Library, finances and property, and for the transaction of such other business as may be presented.

(*b*) *Original Section*—There shall be quarterly meetings of the Institute on the first Thursday in the months of September, December, March and June at such hour as the Trustees may designate.—Amendment offered Dec. 1871. Adopted March 2, 1872. There shall be Quarterly Meetings of the Institute on the first Saturday after the first Tuesday in the months of June, September, December and March, at such hour as the Board of Trustees may designate.—Present Section as an Amendment offered Nov. 5, 1879. Adopted Feby 6, 1879.

SEC. 4. The President, at the request of the Board of Trustees or by written request of ten members, stating the reason thereof, shall call a meeting of the Institute for transacting special business, giving three days' notice thereof in two daily city papers, and by posting on the doors of the Library, Reading Room and Chess Room for at least three days' prior to such meeting. *(a.)*

ARTICLE XIII.—*Finances.*

SEC. 1. No debt shall be incurred by the officers or members of the Mechanics' Institute for any reason whatever, except to purchase land and erect buildings thereon for the use of the Institute.

SEC. 2. Ten *per centum* of the funds arising from dues, contributions, lectures and other sources not herein named, shall be appropriated as a sinking fund, and placed out at interest in a secure incorporated Savings Bank in the City of San Francisco, to be used—first, for paying the taxes on the property of the Association; second, for the reduction of the mortgage debt; third, as an accumulated fund, subject to the disposition of the members as required by the Constitution. The remainder of the funds arising from dues, contributions, lectures, and other sources not herein named, shall be appropriated as the Board of Trustees shall from time to time direct.

SEC. 3. All documents affecting the funds of the Institute, or by which pecuniary liability can be incurred, must be authorized at a stated or called meeting of the Trustees, be assented to by a majority of the whole Board, and be signed by the President and Recording Secretary. (*b*).

SEC. 4. Librarians and subordinate officers shall receive such compensation as the Trustees shall from time to time determine; but in no case shall they be appointed from the elected officers of the Institute.

SEC. 5. No pecuniary compensation shall be allowed members of the Board of Trustees.

(*a*) Amendment offered Nov. 5, 1878. Adopted Feby. 6, 1879. *Original Section*—The President, at the request of the Board of Trustees or by written request of ten members, stating the reason thereof, shall call a meeting of the Institute for transacting special bnsiness, giving three days' notice thereof in two daily city papers.

(*b*) Amendment offered Nov. 5, 1878. Approved Feb. 6, 1879. *Original Section*—All documents affecting the funds of the Institute must be authorized by a majority of the Trustees present at any meeting, and signed by the President and Recording Secretary.

ARTICLE XIV.—*Neglect of Official Duty.*

SEC. 1. In case of flagrant official misconduct or neglect of duty on the part of a member of the Board, the Trustees shall have power by a vote of two-thirds of their members, to expel the offending member; from which action, however, an appeal shall be allowed at the next meeting of the Institute.

ARTICLE XV.—*Expulsions.*

SEC. 1. If any member shall wantonly create a disturbance at any meeting of the Institute, or devise or take part in any measure designedly to injure the Institute, or shall purposely deface the books, building, rooms or appurtenances thereof, he may be expelled and deprived of membership by the vote of those present at any meeting of the Board of Trustees, subject to an appeal to the Institute at the next meeting.

ARTICLE XVI.—*Alterations and Amendments.*

SEC. 1. This Constitution shall not be altered or amended, unless by a vote of two-thirds of the members present at a stated meeting of the Mechanics' Institute, notice being given three months previously specifying the proposed amendment.

BY-LAWS.

Article I.—*Board of Trustees.*

Section 1. Semi-monthly meetings of the Board shall be held at the rooms of the Institute, on the first and third Tuesday of each month, at half past seven o'clock, during the six months beginning October 1st, and at eight o'clock, during the six months beginning April 1st.

Sec. 2. The President may call special meetings when necessary, or three members of the Board may have a special meeting convened through the President, by requesting him so to do in writing, and stating their reasons therefor. Notice of such meetings must in all cases be sent to each member. Eight members of the Board shall constitute a quorum.

Sec. 3. At meetings of the Board of Trustees, the President, or in his absence, the Vice-President shall take the chair, and call the Board to order, and the Secretary shall call over the list of members alphabetically, recording the absentees, and then the business shall be proceeded with in the order herein set down: reading of minutes of last meeting; reports of standing committees; reports of special committees; report of Treasurer; report of librarian; communications; unfinished business; new business.

Article II.—*Committees.*

Section 1. At the first meeting after the election of the Board or as soon thereafter as may be, the President shall appoint the Standing Committees of the Board, to consist of three members each:

First—Committee on Library, Rooms and Building.

Second—Committee on Finance.

Third—Committee on Books and Donations.

Fourth—Committee on Lectures and Classes.

Each of which committees shall present a written report quarterly.

SEC. 2. It shall be the duty of the Committee on Finance to examine from time to time into the finances of the Board; to see that all dues are paid; to devise ways by which the means of the Institute may be increased; to take into consideration any reports or propositions relating to the treasury; and generally to have a supervision over the financial department of the Institute, and to examine the Treasurer's accounts, and to certify to the correctness of the same. The Treasurer's books shall be open at all times to any member of the Board of Trustees.

SEC. 3. The Committee on Library, Rooms and Building, shall have supervision of the rooms, furniture and books of the Institute, see that they are properly arranged, and kept in order, and report to the Board monthly the condition of the same.

SEC. 4 It shall be the duty of the Committee on Books and Donations, to examine and report monthly upon suitable books, and works of art for the Institute; to acquire these by purchase; to solicit and accept donations of books and other articles suitable for the Institute; and recommend, from time to time, the purchase of new works.

SEC. 5. It shall be the duty of the Committee on Lectures and Classes, to provide lectures on general and popular topics, as often as the Board of Trustees may direct, and to form and conduct classes for instruction in such branches as may be deemed advisable by the Board.

SEC. 6. All special committees shall be appointed by the President, unless otherwise ordered.

ARTICLE III.—*Librarian.*

SECTION 1. The Librarian shall be appointed by the Board of Trustees. He shall be a citizen of the United States, and shall reside in the City and County of San Francisco. He shall be a gentleman of good moral character and strict integrity, of liberal education, conversant with the literature of the day, and in sympathy with the objects for which the Mechanics' Institute was organized. He shall be at the Library on duty from 9 to 12 A. M., and from 2 to 5 P. M. each day, (Sundays and holidays excepted) and from 7 to 10 P. M. on Tuesdays, Thursdays and Saturdays. For the moneys, books, and other property temporarily committed to his charge, he shall file with the President a legal bond, with one or more sureties approved by the Board of Trustees, in the sum of two thousand dollars ($2,000), which bond may be increased at the pleasure of the Board.

SEC. 2. He shall endeavor in all suitable ways, to increase the number of subscribers, and collect their subscriptions; and for all moneys coming into his hands belonging to the Institute, he shall account to the Treasurer on each Monday throughout the year, taking duplicate receipts of the Treasurer for the same, one set of which duplicate shall be filed with the Committee on Finance quarterly. He shall also keep such books of accounts as the Board may direct.

SEC. 3. The keys of the Institute shall be under his control, and in case of absence from duty, he shall deliver them to the President.

SEC. 4. He shall see that punctuality is observed in opening and closing the Institute at the hours named in the rules, and these hours shall be exclusively devoted to the interests of the Institute. He shall see that the regulations of the Library and Reading Rooms are strictly enforced. He shall be gentlemanly and courteous to the members, and do all in his power to further the interests of the Institute.

ARTICLE IV—*Deeds and Papers.*

SECTION 1. All deeds, leases, bonds, contracts, and other valuable papers shall be deposited in the hands of the President of the Institute, which, in the event of his resignation or death, shall be placed in the hands of the Vice-President, who, on the new President coming into office, shall deposit them with him.

ARTICLE V.—*Elections.*

SECTION I. All elections or appointments made by the Board of Trustees shall be by ballot.

ARTICLE VI.—*Amendments.*

SECTION 1. It shall require a vote of the majority of all members elect to alter or amend these By-Laws, notice for the same having been given in writing two weeks previously.

SEC. 2. It shall require an unanimous vote of the members present, at any meeting, to suspend these Rules or By-Laws.

RULES OF ORDER

—FOR THE—

Regulation of Proceedings in the Institute and Board of Managers.

SECTION 1. The President shall preserve order, and may speak to points of order in preference to members, and shall decide questions of order, subject to appeal, as is usual.

SEC. 2. When any member is about to speak, he shall address the President, and confine himself strictly to the question under discussion.

SEC. 3. When a motion or resolution is made, it shall be handed, if in writing, to the Secretary, and by him re-read before it is debated; and every resolution shall be reduced to writing, if a member desires it.

SEC. 4. No new motion or proposition shall be admitted under color of amendment, as a substitute for the motion or resolution under debate. Any member, however, may call for a division of the question, when the same admits it.

SEC. 5. When a question is under debate, no motion or proposition shall be received, but to adjourn; to lay on the table; for the previous question; to postpone indefinitely; to postpone to a given day; to commit; to amend—which several motions shall take precedence in the order as here arranged. Motions to adjourn shall always be in order, except when a member is speaking, and shall be put without debate.

SEC. 6. If at any meeting a member doubt the decision of a vote, he may call for a division, and the members voting on each side shall

then be counted by tellers appointed for that purpose by the President, and the result declared by him.

SEC. 7. No member who did not vote with the majority on any question, shall move the reconsideration of the vote. Reconsideration of questions can only be had at a first subsequent meeting, notice having been given at the previous meeting.

SEC. 8. Voting by proxy shall not be allowed.

SEC. 9. A motion for amendment, until decided, shall preclude further amendments of the main question.

SEC. 10. Motions and reports may be committed, at the pleasure of the meeting.

SEC. 11. All questions shall be propounded in the order in which they are moved; and in filling blanks, the largest sum and the longest time shall be put first.

SEC. 12. The yeas and nays shall be entered on the minutes, at the request of any two members.

SEC. 13. The meeting may resolve itself into a Committee of the Whole at any time, when propositions made shall not be entered on the journal, without they are carried in committee; and when in committee, the President shall leave the chair and appoint a chairman.

SEC. 14. If at any meeting, questions should arise that are not treated upon above, they shall be decided upon by an appeal to "Cushing's Manual."

REGULATIONS FOR THE LIBRARY.

SECTION 1. The Library shall be open every day throughout the year, from 9 o'clock A. M., until 10 o'clock P. M., Sundays, Fourth of July, Thanksgiving day, Christmas, New Years Day and Washington's Birthday excepted. Sundays from 12:30 to 4:30 P. M.

SEC. 2. The Librarian shall keep a full and accurate catalogue of all the books, magazines, maps, charts, and works of art belonging to the Institute, and arrange them in proper order. He shall exhibit to the Board of Trustees all books and other donations presented to the Institute, and shall keep a record of the same in a book provided for that purpose, with the names of the donors, and shall, through the Corresponding Secretary, make suitable acknowledgments of the same.

SEC. 3. He shall register in a book prepared for that purpose, and to be kept in the Library Room, the names of each member of the Institute, and shall in no case deliver a book to any member, until the name of such member shall have been so registered.

SEC. 4. He shall enter in a register kept for that purpose, the title of every volume delivered by him; the number corresponding to the name of the person to whom delivered; the time of taking and returning the same, together with the forfeitures arising from every default.

SEC. 5. He shall see that all dues and forfeitures incurred by the members, are properly collected as provided in Article III, Sec. and account for the same to the Treasurer, as hereinbefore provided.

SEC. 6. He shall submit to the Board of Trustees a monthly report, stating the amount of moneys received and expended by him;

report the names of such members as may refuse to pay their duties and forfeitures, or lose or damage any book belonging to the Library; the names of all delinquents, with the amount of dues remaining unpaid; and recommend the adoption of such measures as he may judge necessary for the greater efficiency and usefulness of the Institute.

SEC. 7. He may forbid any person, excepting members of the Board, to remove a book from its place in the Library, without his permission.

SEC. 8. He shall replace, or caused to be replaced, the books in proper order upon the shelves as soon as convenient after they are returned, having first examined them with care, and ascertained whether they have been injured or defaced.

SEC. 9. As often as may be deemed necessary, he shall ascertain by examination of the account of each member, if any book or books has been retained longer than the prescribed time; and if so, shall cause, if possible, the same to be returned or accounted for at once.

SEC. 10. He shall deliver to a member or to his written order two volumes, which may be kept two weeks and by giving notice before due, two weeks more, except in the case of new books, which, until they have been in the Library two months, shall be kept but one week, and shall not be renewed.

SEC. 11. Any member that shall keep a book longer than two weeks, shall pay a fine of two cents for each day a book is so kept over time.

SEC. 12. If any member lose or injure a book, he shall make the same good to the Librarian; and if the book lost or injured be one of a set, he shall pay to the Librarian, for the use of the Institute, the full value of the said set, and may thereupon receive the remaining volumes as his property.

SEC. 13. No member shall be permitted to receive a book from the Library until he shall have paid all sums due from him to the Institute, and made good all damages and losses which he may have occasioned.

SEC. 14. No member shall be permitted to speak in a loud tone of voice, or wear his hat in the Library Room.

SEC. 15. Books of Reference, and such others as may from time to time be specially designated by the Board, shall not be taken from the Library, except by special permission of the Board of Trustees; *provided, however*, that newspapers, encyclopedias, dictionaries, and atlases, shall in no case be taken from the Library Room.

SEC. 16. Books may be reserved for members on request; but a book shall be held *reserved* only one day after notice, which shall be promptly given.

SEC 17. A member may introduce a friend (not a resident of the city), who shall register his name and receive a visitors' card for the term of one month.

SEC. 18. None but members, authorized visitors, and non-residents paying monthly dues, shall be permitted the privileges of the Institute.

SEC. 19. No member shall be permitted the privileges of the Rooms who refuses to pay dues and forfeitures incurred.

Regulations for the Reading Rooms.

SECTION 1. The Reading Rooms shall be opened every day throughout the year, from seven o'clock A. M. until ten o'clock P. M. excepting on Sundays, when the Reading Rooms will be open from eight o'clock A. M., to nine o'clock P. M., unless otherwise ordered by the Board

SEC. 2. Loud conversation and smoking shall not be permitted, except in a room set apart for those purposes

SEC. 3. No member, other than the officers of the Institute, shall assume the liberty of arranging the books or periodicals upon the tables, or performing any of the duties that devolve upon the Librarian or his assistant.

SEC. 4. No member shall be allowed to remove papers from the files, or books, plates, or periodicals from the Reading Rooms.

SEC. 5. Should a member transgress any article in these Regulations, he shall be reported to the Board of Trustees, who may take such measures thereon as they may deem expedient.

SEC. 6. The Regulations of the Library and Reading Rooms shall not be altered, amended, or suspended, unless by the votes of eight members of the Board of Trustees present at a regular meeting, notice being given for that purpose.